

15.06 Master Plan Review *(per draft article outline, presented 3/28/17)*

Master plan review is intended to ensure that the development of large parcels, or development that occurs in phases, happens in a coordinated, integrated manner, consistent with the plan, through buildout. It can also be used to offer assurances to the developer, neighbors, and the city that overall, development can and will occur as planned. Note: Master plan review requirements need to be considered in relation to related subdivision and site plan review requirements, as well as more detailed PUD types. In many cases master plan provisions may simply reference other relevant requirements under the regulations – e.g., per underlying zoning, or as otherwise applicable to subdivision and/or site plan review.

Purpose

- Establish comprehensive framework for the integrated and orderly development of larger parcels of land, and projects to be developed over an extended period of time, **not to exceed [10, other?] years.**
- Provide long-term development plan for reference and use by the developer, property owners, city officials, and other interested parties in the review of subsequent development proposals for conformance with the master plan.
- Provide the basis for phased development, specifying the timing and sequence of development in relation to existing and planned infrastructure capacity, required infrastructure and facility improvements, and the provision of civic open space and public amenities.
- Identify the overall impacts of planned development anticipated at buildout, and related improvements and mitigation measures; establish associated development parameters (buildout budgets).
- Define, clarify respective roles, responsibilities, management structures and interests associated with project development under the master plan, and for long-term management and maintenance.
- Establish and enumerate vested rights that provide predictability for the City and the applicant in the face of regulatory changes that may occur during project construction and development under the master plan.

Applicability

Required for:

- Subdivision, development phased over [3, other?] or more years
- Planned unit development
- Subdivision, development of parcels = [10, Other?] or more acres
- All development = [x]+ dwelling units, [X]+ lots, or [X]+ GSF of nonresidential development*
- Subdivision resulting in the creation or extension of [X] or more public streets*

Exceptions:

- PUD projects consisting of less than [X] acres, [X] units or [X] GSF*
- PUD projects to be completed, in their entirety, in less than [3, other?] years*

Optional/Elected Review? – e.g., for developers who want to establish vested rights?

Review Process

Pre-Application Meetings (Conceptual Plan, Project Design)

- Neighborhood Meeting(s) – optional, but recommended [*require?*] to
 - present and receive feedback on conceptual plan(s), including proposed layout, land use allocations, densities of development, open/civic space, amenities;
 - Identify neighborhood concerns to be addressed through project design, mitigation
 - [*Role of city – e.g., w/re to meeting location, notice?*]
- Staff Meeting(s) – informational meeting or conference with planning, public works, fire department staff, [*others?*] to identify applicable regulations, standards to be addressed through project design, proposed mitigation;

Master Plan Review (DRB)

- Sketch master plan review [*optional?*]– in lieu of standard sketch plan review (nonbinding, informational)
 - General consistency with regulations, standards
 - Initial project scoring [*specific to PUDs?*]
- Final master plan review, hearing – may be combined with preliminary site plan, subdivision review (e.g., for initial phase of project)
- Effect of Approval –
 - Length (e.g., up to X years), phasing schedule, expiration
 - Buildout/development parameters, budgets
 - Subsequent development review – requirements, waivers, consistency with master plan
- Amendments [*to be revisited in relation to update of current requirements*]
 - Administrative, Minor, Major – as applicable

Application Requirements Update Appendix E (Table) – *also review in relation to more general, but related, subdivision, site plan application requirements/criteria*

- Form(s) supplied by the City; associated application fee**
- Application waivers** (as allowed per standard dimensional waivers and/or PUDs)
- Narrative– project description**, including *summary of pre-application meetings* (identified issues, proposed design, mitigation measures to address)
- Draft Master Plan** – prepared by qualified engineer, architect, landscape architect, *urban designer*. Elements/components – limited to master plan scale, level of detail:
 - **Context/Location Map** – Uses, facilities within vicinity [*adjacent, ¼-mile pedestrian shed, also ½- mile transit shed where applicable*]
 - **Base survey** – to accompany title report, documenting surveyed boundaries, existing **easements, encumbrances** (Note: *currently require surveyed boundaries, existing, proposed lots, streets, easements, etc.– noted concerns re expense, level of detail required*)
 - **Existing Conditions Map** – topography, drainage, development constraints (per LDRs, e.g., surface waters, wetlands, *slopes X+%*, habitat, etc.); tree cover/tree lines, structures, parking areas, streets, utilities (Note: *as consistent w/general submission requirements*);

- **Circulation Plan** – major streets (grid, blocks); pedestrian, bicycle and transit network(s); connections to existing and adjoining streets, parcels, sidewalks, recreation paths, transit stops; common/shared parking areas; official map facilities/rights-of-way;
- **Development Plan** – showing proposed PUD types, land use allocation areas, and development phases as required and as shown on the official map;
- **Open/Civic Space Plan** – location of existing/planned public or commonly held open/civic spaces, facilities as required and as shown on the official map; and
- **Facilities and Utilities Plan** – location of existing and planned water, wastewater, stormwater, telecom, utilities, renewable energy facilities (e.g., ground mounted solar) areas for each phase of development, and a demonstrated ability to connect or construct proposed infrastructure, as required and as shown on the official map
- Buildout Analysis** – proposed build-out statistics/budgets (total, by phase) based on proposed land use allocations, types and densities of anticipated development, supporting documentation
- Management Plan(s)** –Description of overall project management, phasing schedule, supporting documentation (e.g., draft association, maintenance, development agreements)
- Other information as required by the AO or DRB**

Master Plan Review Standards

To be reviewed in relation to more specific site plan, subdivision, PUD standards to minimize redundancy; related master plan considerations/standards should reflect level of review.

- General**
 - Conformance w/ comprehensive plan (specific policies, maps, supporting plans) – as “conformance with plan” is defined in 24 VSA Chapter 117?
 - Consistency w/ LDRs, applicable ordinances, technical specifications (appendices)
 - Conformance with adopted official map
 - Conformance with adopted capital improvement program
- Context (Location)** – Address compatibility of planned development (complementary/ conforming, conflicting/nonconforming) with existing and planned uses, facilities, pattern and form of development; land use allocation mix/targets where applicable
 - **Adjacent/Bordering** –minimize impacts, define transition and/or buffer zones, associated mitigation measures – ex: incorporation, averaging, landscaping, screening, etc.)
 - **Pedestrian Shed(s)** – ¼ mile from entrance or boundary; provide for uses, development types consistent with allowed mix of uses as defined by zoning district(s), and/or by PUD type (allocation targets)
 - **Transit Shed** – ½ mile from entrance or project boundary where relevant [e.g., if within ½ mile of an existing or planned transit stop/within Transit Overlay District]; provide for allowed mix of uses, **minimum densities of development** necessary to support transit (e.g., 8 units/acre, X GSF on nonresidential); [require/consider] incentives to accommodate existing/planned onsite public transit facility/stop
- Existing Conditions** – address existing site conditions (Note: Reference other relevant sections of the regs, including current/updated natural resource, floodplain, subdivision —e.g., under Articles 12, 16)

- **Development Constraints** – Avoid, consistent w/other state, locally regulated resources; incorporate as amenities in overall layout, project design; exclude from calculations of buildable/developable area
 - **Structures, Utilities** – Identify existing structures, uses, infrastructure, parking areas to be retained, removed; incorporate historically or architecturally significant structures in project design where economically and physically feasible; document where not
- ☐ **Connectivity (Parking, Circulation)** – Reference relevant LDRs, parking standards, street types as applicable.
- **Circulation** – Establish overall framework for planned development, including access, connections to adjoining streets, parcels, paths, transit facilities; internal layout (major/principal street, path, transit networks) for incorporation under each phase of development;
 - **Designated Parking Areas** – Reference LDR parking requirements; indicate types of parking to be incorporated in each phase of development (onsite, off-site, shared, structured). Identify proposed locations for shared or public parking facilities in relation to street network, land use allocation areas, existing/planned transit stops, for each phase of development.
- ☐ **Land Use Allocations** – map, allocation table(s). Depict proposed land use allocation areas on master plan; provide summary statistics describing the type, extent and mix of uses for each area under each phase of development, based on underlying zoning or as superseded by PUD type. Include/map:
- Undevelopable Areas – Due to physical constraints, extent, acreage – to be excluded from land use allocation area calculations
 - Residential Areas – acreage, housing types, mix (%); maximum number units; overall density (DU/A)
 - Nonresidential Areas – acreage; use types (commercial, civic, etc.); overall density (GSF, FAR); vertical, horizontal mix
 - Mixed Use Areas – Breakouts by residential, nonresidential; proposed mix [% or GSF/DU]
 - Open Space Areas – Resource, civic (public, shared) – referencing open space types
 - Designated Parking, Transit Areas – extent, acreage/GSF
 - Transition Areas/Zones – designated to incorporate mitigation through complementary design, development, buffering, etc.
- ☐ **Infrastructure, Utilities** – Reference relevant LDRs, standards as applicable to infrastructure, utilities at scale
- Existing infrastructure – system, reserve capacity information
 - Projected maximum allocation required at build-out; allocations by phase
 - Type, location of proposed infrastructure improvements; timing of installation in relation to each phase of development
 - Existing, planned utility corridors, easements – siting considerations (areas to avoid, undergrounding, etc.) per LDRs, PW standards

- **Open/Civic Space** – Reference open space types, requirements as applicable or required under the LDRs (e.g., for subdivisions, PUDs). Require:
 - Description of principal open space areas (type, function, allowed uses, management)
 - Proposed public dedications (land, easements, facilities) – in conformance with official map, as an offered incentive, etc.
 - Timing of open space areas/facilities/amenities, in relation to each phase of development

- **Buildout Budgets** (Development Parameters) – Table(s) for project at buildout, and for each phase of development. Define upper, lower limits (Maximums, minimums) as applicable define lower, upper limits for entire project at buildout, and for consideration under each phase of development
 - Net developable land area – total (acres, gross square footage)
 - Residential – Max dwelling units; min % DUs by type; min/max density (DUs/acre); max bedrooms; average unit size by type
 - Nonresidential – Maximum GFA [currently FAR]; min/max % by type
 - Mixed Use – as specified for each component; min/max ratio of DU to GSF
 - Open Space – min acreage, % total developable
 - Parking – min/max number of spaces
 - Building Height – Min/max building height(s)
 - Building Coverage – Maximum (acres, square footage)
 - Parking Coverage – Maximum (acres, square footage)
 - Lot Coverage – Maximum (acreage, square footage)
 - Traffic/Trip Generation – Max PM peak hour vehicle trip ends
 - Wastewater Allocation – total, by allocation area
 - Stormwater – pre-development, post-development; maximum lot coverage
 - Affordable Housing – affordability determinations (% units), as applicable

- **Plan Book** (Design Parameters) – [Apply only to PUDs?] Provide a compilation of specifications/ representative types for each of the following, prepared by a qualified engineer, architect, landscape architect, urban designer, consistent with LDR, PUD, PW standards, for use by project developers and affiliates, to ensure that each phase of development is coordinated and designed to fully integrate with previous and subsequent phases through project completion/buildout, consistent with the master plan, and occurs within defined project budgets (development parameters).
 - Street Types (forms, cross-sections, intersection configurations) – per allowed types, specifications
 - Block, Lot Layouts – per LDRs, PUD type
 - Lot Configurations (min/max width, area, coverage, setbacks, etc.) – per zoning or PUD type
 - Housing Types (mix, forms, elevations, affordability) – per zoning, PUD types
 - Building Types (mix, forms, elevations) – per zoning, PUD types
 - Open/Civic Space Types (forms, uses) –per LDRs, PUD types
 - Bike/Ped Facilities (sidewalks, paths, street crossings) – per LDRs
 - Parking (types, siting, configuration) – per LDR parking standards, specifications
 - Signs, Lighting, Landscaping, Materials – per related standards

- Public/Shared Amenities – per official, map, CIP, planned
- Associated development requirements, restrictions (protections, standards, etc.)

- **Management** – Information, associated documentation for project management during development under the master plan, for any planned public dedications, and for long-term/ongoing management and maintenance of common lands, facilities, infrastructure, affordable housing. Include:
 - Phasing Schedule
 - Management Structure(s) – project development; management, homeowner, condominium association(s); maintenance agreements
 - Management Plans – e.g., transportation/TDM, stormwater, parking, affordable housing, public safety, protected resources, open space, common lands and facilities
 - Development Agreement, as approved by City Council, following public hearing:
 - [Recommended/required] for phased development, [other?]
 - Schedule/timing of required improvements/amenities in relation to each phase of development
 - Establish responsibilities for financing, construction, dedication, maintenance of required improvements (City and/or developer)
 - Sureties – performances bonds, etc.
 - Vested rights, as approved by City Council and/or DRB:
 - As addressed under development agreement and/or conditions of master plan approval
 - Pertaining to items covered under buildout budgets, related conditions of approval
 - Limited to period covered by master plan